

## SAMPLE FORM

The attached form may or may not meet your company's specific needs. Employers are encouraged to consult a tax advisor or other professional for detailed information regarding the tax implications of commute benefits and incentives. Qualified transportation benefits are governed by 26 USC Section 132(f).

### PAYROLL DEDUCTION AUTHORIZATION for PRE-TAX Commute Benefit

I hereby authorize my employer to deduct this amount from my monthly wages on a <b>pre-tax</b> basis to be used on my behalf for the purchase of bus, train, ferry or monthly vanpool fare to be loaded to an ORCA business card provided by my employer. <sup>1</sup>	\$ _____ *
<small>*Not to exceed \$240 per month per 2012 IRS regulations</small>	

#### Employee Ordering options - check one:

(List only those items your company is willing to order for employees. ORCA requires setting up an ORCA Business Choice Account)

ORCA Business Card Reloads
<input type="checkbox"/> ORCA reload of monthly pass in the amount shown above.
<input type="checkbox"/> ORCA reload of monthly vanpool/transit combo (good only for Metro vanpools and buses) with cost equal to amount shown above (must be either \$90 and \$108)
<input type="checkbox"/> ORCA reload for monthly ferry pass in the amount shown above.
<input type="checkbox"/> ORCA E-purse deposit (on ORCA business-provided card only)

See ORCA Business Products list at:

<http://metro.kingcounty.gov/cs/employer/pdf/ORCA-BusinessChoicePriceList.pdf>

#### Employee statement

I agree to notify payroll in writing by the \_\_\_\_\_ day of the month to cancel this arrangement for a pass valid the following month. I understand that money deducted cannot be refunded.

I will be using this benefit for my regular daily direct commute from home to work and return. I will not give, barter, exchange, convey, or otherwise transfer this benefit to any other person.

Signed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

<sup>1</sup> Pre-purchased, individually owned ORCA cards may not be used for this benefit except Reduced Fare cards purchased by seniors or disabled persons.